

**Illinois Department of Revenue
Regulations**

Title 2 Part 1201 Section 1201.310 Timeline for Department Response
--

**TITLE 2: GOVERNMENTAL ORGANIZATION
SUBTITLE D: CODE DEPARTMENTS - REVENUE**

**PART 1201
FREEDOM OF INFORMATION**

**SUBPART C: PROCEDURES FOR DEPARTMENT RESPONSE
TO REQUESTS FOR PUBLIC RECORDS**

Section 1201.310 Timeline for Department Response

- a) The Department shall respond to a written request for public records within 7 working days after the receipt of such request.
- b) The Department may give notice of an extension of time to respond which does not exceed an additional 7 working days. Such an extension is allowable only if written notice is provided within the original 7 working day time limit and only for the reasons provided in Section 3(d) of the FOIA. Such notice of extension shall state the reasons why the extension is necessary.